

# SISKINDS | The law firm

Siskinds is one of Southwestern Ontario's leading law firms. We are a growing team of over 230 lawyers and support staff covering personal, business, personal injury and class action law and over 25 specialized practice areas. As one, we are focused on helping clients make the right legal choices, managing legal affairs, connecting the dots where needed and generally making life a little less complex by making the expertise clients need easier to access and use.

## Commercial Litigation Legal Assistant – Full-time

Siskinds is seeking a Commercial Litigation Law Assistant. This position will require you to provide administrative support to the Commercial Litigation group. The tasks that will be assigned will include but may not be limited to, opening and closing files, preparation of retainer and referral agreements, paying invoices, managing billing and accounting processes including docket entry, preparation of client accounts and invoices, filing, scheduling meetings, client intakes, and day to day client communication.

We need an intelligent ("quick to pick up"), enthusiastic and proactive individual. The role requires sound time management, and organizational skills. It also requires excellent communication skills (verbal, written and grammatical).

You will be able to work well both independently and within the team setting. You will have a passion for new technology learning and application. You should enjoy a fast-paced, multi-tasked and deadline driven environment.

We are a truly cohesive team, and as such, being a team player as well as having a strong technical ability and a positive attitude will make you a top contender, and ideally our chosen candidate.

To be successful in this role, you possess:

- Above average interpersonal skills
- Ability to take the initiative and work independently
- Strong organizational skills
- Superior communication skills (both verbal and written)
- Meticulous attention to detail with excellent proofreading skills
- Ability to multi-task, prioritize, and work to deadlines
- Strong client service skills
- Above average keyboarding/computer skills (primarily Word and Outlook)
- Flexibility to work with changing priorities

We offer a technologically advanced environment with exposure to many specialized computer applications. Our comprehensive in-house training and ongoing support is of the highest level. We offer competitive compensation and benefits. Siskinds is an equal opportunity employer and will work with and accommodate persons with disabilities throughout the entire recruitment, selection, and on-boarding process. To learn more about us, please visit our website at [www.siskinds.com](http://www.siskinds.com)

**Please email your resume** quoting "Commercial Litigation Legal Assistant" and "Your Name" in the subject line, to [humanresources@siskinds.com](mailto:humanresources@siskinds.com) . Deadline for submissions is Thursday, January 27, 2022.

**Contact Information:**

Siskinds, London Head Office  
Attention: Human Resources, 275 Dundas Street, Unit 1  
London Ontario N6B 3L1

Email: [humanresources@siskinds.com](mailto:humanresources@siskinds.com)